



Sherwood Cultural Arts Commission MEETING NOTES

APPROVED

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	12.12.2013 6:30PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	Alyse Vordermark
NOTES TAKEN BY	Jennifer Ortiz

ATTENDEES

Cultural Arts Commission	Council Liaison
X Alyse Vordermark, Chair	X Robyn Folsom, City Councilor
X Judy Silverforb, Vice Chair	
X James Boscole	City Staff
X Anna Lee	X Kristen Switzer, Community Services Director
X Amanda Stanaway	X Jennifer Ortiz, Events and Volunteer Coordinator
-- VACANT	
-- VACANT	

MEETING NOTES

1. Call to Order/Roll Call (Vordermark)
 - The meeting was officially called to order at 6:32 PM.
2. Adjustments to the agenda (Vordermark)
 - None
3. Citizen Comments
 - Cindy Dauer, of the Westside Cultural Alliance, introduced herself. She explained that the Westside Cultural Alliance is a non-profit organization that advocates for arts and culture in Washington County. She has heard a lot about the new Cultural Arts Community Center that is going to be built and she wanted to take the opportunity to come and introduce herself to the commission. She invited the committee to a networking event on January 30th in Beaverton. She explained that these events are just a great way to cross promote. Many organizations, leaders, small business owners, and artists attend.
4. Approval of November minutes (Vordermark)
 - *Silverforb motioned to approve the November 2013 minutes. Stanaway seconded. All in favor; motion passed.*
5. Community Center Project Update (Folsom)
 - Folsom shared that the bids were due last Thursday for the new Cultural Arts Community Center. She explained that the bids came in at the correct range, just over \$4 million, including the parking lot. The contract documents will go before the URA Board on Tuesday. There were a total of four bids received, but one submission was

not complete. The other three had almost all of the same subcontractors listed. The lowest bid came from a company out of Salem. They plan to break ground in January.

- Switzer shared that a letter of interest was submitted for the ArtPlace Grant this week. Letters will be reviewed and organizations will receive invitations to apply in April. Their grants range anywhere from \$50,000 - \$500,000 per project. The City is asking for assistance with a Community Center Manager's salary as well as the cost of software. There is no match required.
- Folsom would like to publicly thank Linda Hendersen and Bill Butterfield for their help on this project. She mentioned that Butterfield's expertise has saved the citizens of Sherwood a lot of money.

6. Commission Re-invention (Vordermark)

- Switzer shared that she talked with the City Manager to see what role the commission can play in the center. His thought was to have the commission act as an advisory board for the center. Monthly updates would be presented to the commission from the Center Manager, and the Cultural Arts Commission would make recommendations to council, much like the Parks and Recreation Board and the Library Advisory Board. Vordermark stated that she would like to have a discussion as to what everyone would like to see the commission look like. Vordermark noted that the commission could possibly form subcommittees and those members would not necessarily need to be appointed, they could just be volunteers. The commission will need to think about if they want to be an advisory to the center or program based. Stanaway mentioned that it is imperative that there is a committee. She would like to see the board members help with bringing on volunteers for different events. She mentioned that maybe subcommittees can be formed later, but this commission needs to be filled first. Lee would like to see a structure much like the Library Advisory Board and the Friends of the Library. The Library Advisory Board makes recommendations to council, but they have a friends group that helps to raise money. Every month, City staff reports to the board and presents information about upcoming events. Stanaway asked if the space is going to be leased to an organization in order to run the building. Switzer answered, no, it will be City run. Stanaway asked if the commission can see a description of what the director will do at the building. Switzer shared that she has a job description, but it is in draft form. She will email it to the group. Folsom mentioned that this would be a good time to take a look at the original charter and the Letter of Interest for ArtPlace also. Switzer will email these documents to the group as well.

7. Missoula Children's Theatre 2014 (Switzer)

- Switzer shared that the Missoula paperwork has been submitted and the PAC at the high school has been reserved. Black Beard the Pirate will take place June 23-28, and Pinocchio will take place July 7-12.

8. Meeting schedule for 2014 (Switzer)

- Vordermark shared that they interviewed a great candidate for the commission, but she cannot meet on the currently scheduled meeting days. She asked if the group would be interested in changing the meeting days in 2014. Switzer added that they will be interviewing Shelly Lamb and Jennifer Harlow, so there are potentially three new members. Switzer asked if the commission would be available to meet on the 3rd Monday of each month beginning in January. The commission agreed. Switzer added that the 3rd Monday in January is MLK Day though and City offices will be closed. The commission agreed to skip January's meeting.

9. Council Update (Folsom)

- Folsom stated that the camping ordinance was passed in November. She also mentioned that the awarding of the contract for the Cultural Arts Community Center is coming up. It is a slow time right now, but January will pick up. Mayor Middleton has many things that he would like to work on during the last part of his term. She shared that the Charter Review Committee has started meeting. That group will be reviewing the City's charter. All items presented for change will be added to the ballot. They will be trying to add them individually, and not as a package.

10. Other (Vordermark)

- None

11. Next meeting/adjourned

- The next meeting will be held Monday, February 17, 2014 at 6:30 pm at City Hall.

Adjourned at 7:53 pm.